

## **FORKLIFT INSPECTION PROGRAM**

This sample program is provided to assist you as an employer in developing programs tailored to your own operation. We encourage you to copy, expand, modify and customize this sample as necessary to accomplish this goal.

This document is provided as a compliance aid, but does not constitute a legal interpretation of OSHA Standards, nor does it replace the need to be familiar with, and follow, the actual OSHA Standards (including any North Carolina specific changes.) Though this document is intended to be consistent with OSHA Standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed. Of course, we welcome your comments and feedback!

Please remember: A written safety/health program is only effective if it is put into place!

## FORKLIFT DAILY SHIFT CHECKLIST

Forklift Manufacturer \_\_\_\_\_

Date \_\_\_\_\_

Forklift Identifying Number \_\_\_\_\_

Inspected by \_\_\_\_\_

Industrial trucks shall be examined at least daily before being placed in service for that day. If the truck is used daily on more than one shift, it shall be inspected after each shift.

OK	NOT OK	ITEMS TO BE CHECKED
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- |       |       |  |
|-------|-------|--|
| _____ | _____ | Tires  |
| _____ | _____ | Horn   |
| _____ | _____ | Lights   |
| _____ | _____ | Battery  |
| _____ | _____ | Controller   |
| _____ | _____ | Lift System to include load limit switches, load engagement means, chains, cables, forks, etc. |
| _____ | _____ | Brakes (normal and emergency)  |
| _____ | _____ | Steering Mechanism, Free play in steering  |
| _____ | _____ | Leaks in hydraulic system. Check hydraulic fuel level  |
| _____ | _____ | Leaks in fuel system, smell for leaks in propane system  |
| _____ | _____ | Is truck clean, free of lint, excess oil and grease?   |
| _____ | _____ | Overhead guards broken or damaged  |
| _____ | _____ | Gauges working properly  |
| _____ | _____ | Seat belts work properly   |
| _____ | _____ | Is propane tank locked down in propane trucks?   |
| _____ | _____ | Engine oil ok  |
| _____ | _____ | Transmission fluid ok  |
| _____ | _____ | Windshield wipers in good condition, if equipped   |
| _____ | _____ | Label or identifying mark indicating approval by a testing laboratory present                  |
| _____ | _____ | All name plates and markings are in place and maintained in legible condition                  |
| _____ | _____ | Does truck emit hazardous sparks or flames from the exhaust system?                            |

List any other problems found with the truck.

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**Note:** Any items found to be defective will require immediate notification of your supervisor and the lift will be taken out of service until repaired.

Refer to General Industry Standard 1910.178, ANSI Standard B 56.1 and Industry Guide Number 12; A Guide to Forklift Operator Training published by the North Carolina Department of Labor for more detailed information.

## Powered Forklift Program

Company Name: \_\_\_\_\_

Week of: \_\_\_\_\_

Forklift Identification: \_\_\_\_\_

**Monday**

Operator: \_\_\_\_\_

**Tuesday**

Operator: \_\_\_\_\_

**Wednesday**

Operator: \_\_\_\_\_

**Thursday**

Operator: \_\_\_\_\_

**Friday**

Operator: \_\_\_\_\_

**Saturday**

Operator: \_\_\_\_\_

Inspection Procedure:	O K	Def	Date Correct -ed	O K	Def	Date Correct -ed	O K	Def	Date Correct -ed	O K	Def	Date Correct -ed	O K	Def	Date Correct -ed	O K	Def	Date Correct -ed
Tires (for cuts, gouges, imbedded objects, and air pressure for pneumatic tires)																		
Steering																		
Foot Brake																		
Parking Brake																		
Hydraulic system																		
Controls																		
Chains/ limit switches																		
Mast, carriage, and attachments (for missing bolts, or unusual wear on chain guides and inside of mast channels).																		
Forks and fork adjusting slides.																		
Name plates, markings, and load limits.																		
Operating lights.																		
Clutch or creeper control.																		
Overhead and warning lights.																		
Battery connections and level, also amp gauge.																		
Fuel Line (for leaks and damage.																		
Exhaust system (for sparks, leaks)																		
Other (loose articles, materials on truck, etc.)																		
Visually check for loose or broken parts (i.e. wheel lugs, oil leaks, etc.)																		

**Note : ( A) If operators are not sure of anything given above, check with supervisor before using equipment.**

**( B) While using equipment if anything does not act or sound right, stop and see your supervisor.**

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